



Phone: (608) 264-9596
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FOR COMM USE ONLY

MANUFACTURED HOME DEALER--LICENSE APPLICATION

Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m)].

- **Fill in form completely, sign, and date.**
- **Submit (2) copies of completed form and (2) separate checks for license fees to the above address.**

Legal Name of Business	(Area Code) Telephone No.																					
Trade Name or DBA	Sales Tax Seller Permit No. (Not required for consignment sales. To obtain permit number call Dept. of Revenue at 608-266-2776.)																					
Business Location Address and Mailing Address – if Different	List makes of manufactured homes to be sold <input type="checkbox"/> New <input type="checkbox"/> Used																					
PO Box	Anticipated date business facilities will be ready																					
City / State / Zip + 4	Branch Office Address (if applicable)																					
County	Sublot Address (if applicable)																					
If the above business address does not include a specific street number, furnish directions to your business location including highway numbers or letters and distances.																						
Business Entity: <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Corp.* <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship *If your business entity is a Limited Liability Corp., you must submit a CORPORATE financial statement.																						
If domestic corporation, date of incorporation. (To file as a corporation call Dept. of Financial Institutions, Div. Of Corporate & Consumer Services, at (608) 261-9555.)	If foreign corporation, date licensed in Wisconsin.																					
<u>% Owned</u> <u>Owner/Partner Name</u> <u>Birth Date</u> <u>Social Security No.</u> <u>Home Address</u>																						
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DEALER FINANCE LICENSE--TWO-YEAR FEES ***CHECK ONE BOX ONLY*** <input type="checkbox"/> During the next two years our dealership will sell <u>all</u> manufactured \$ <u>20</u> homes on a <u>cash only</u> basis. <input type="checkbox"/> We are a licensed DOT motor vehicle dealer originating \$ <u>20</u> financing at the same location. Our DOT dealer number(s) are: Motorcycle License No. _____ Motor Driven Vehicle License No. _____ Recreational Vehicle License No. _____ <input type="checkbox"/> Our dealership originates retail installment sales contracts \$ <u>100</u> or consumer leases. The contracts or leases we originate may be sold or transferred to a third party or may be retained by the dealership. Does your dealership write credit insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No Amount Payable to: Department of Financial Institutions = \$ _____ MAKE ONE CHECK PAYABLE TO: DEPT. OF FINANCIAL INSTITUTIONS If you have questions regarding fees payable to DFI, call (608) 261-9555	DEALER & SALESPERSON LICENSES--TWO-YEAR FEES: REQUIRED FEES: Dealer License (\$100) \$ <u>100</u> Salesperson License (\$ 8 X No. _____) \$ _____ (At least 1 Salesperson License is required) OPTIONAL FEES: Branch License (\$100) \$ _____ Sublot License (\$ 50) \$ _____ Total Payable to: Department of Commerce = \$ _____ MAKE ONE CHECK PAYABLE TO: DEPT. OF COMMERCE If you have questions regarding fees payable to COMM, call (608) 264-9596.																					

(over)

DEFINITIONS

MANUFACTURED HOME—A structure, as defined in 101.91(2) Wisconsin Stats., transportable in one or more sections, designed to be towed by a motor vehicle and used or intended to be used primarily for human habitation. For the purposes of this application, a mobile home is considered a manufactured home.

MANUFACTURED HOME DEALER—If two or more manufactured homes are sold in a calendar year, a manufactured home dealer license is required.

BRANCH OFFICE—A secondary new or used manufactured home dealer sales location in the same municipality but not adjacent to the main dealership, which has facilities to operate independently of the main business location, including indoor display facilities, service facilities, and recordkeeping and sales system.

SUBLOT—A supplemental used manufactured home sales location in the same municipality but not adjacent to the main business location or branch location, which lacks indoor display and service.

DEPARTMENT OF FINANCIAL INSTITUTIONS

Manufactured home dealer licensing law requires all manufactured home dealers to pay a two-year fee to the Department of Financial Institutions (DFI) for processing a dealer license. This fee is not refundable.

- The two-year fee is \$20 if you will have no involvement in originating finance transactions.
- The two year fee is \$100 if you will have any involvement in originating finance transactions, whether you retain them or immediately assign them to a financial institution. The dealer finance license allows you to originate installment contracts and consumer leases.

If you originate and carry sales finance contracts, we suggest you contact DFI to be sure you understand consumer credit law. To get a copy of the law or discuss any questions or problems you might have with the dealer finance license or consumer credit law, call DFI at (608) 261-9555 or write to them at P.O. Box 7876, Madison, WI 53707-7876.

ZONING APPROVAL

- If located in an incorporated village or city, municipality signature is required.
- If located in a township, both municipality and county signatures are required.

MUNICIPALITY ZONING APPROVAL

Operation of this manufactured home dealer business at the location(s) stated on the reverse side is in accordance with local zoning regulations. Check one box and sign below:

- ☐ A local permit or license is required and has been issued.
☐ A local permit or license is not required.

X _____
Signature Title Municipality Date

COUNTY ZONING APPROVAL

Operation of this Manufactured home dealer business at the location(s) stated on the reverse side is in accordance with local zoning regulations.

X _____
Signature Title County Date

MANUFACTURED HOME DEALER SIGNATURE

I hereby certify under penalty of 101.965 Wis. Stats., that: 1) a lease agreement covering at least the licensing period has been executed (if premises not owned by applicant); and 2) the answers and statements on this application are correct to the best of my knowledge. I further understand that a misstatement on this application or supporting documents means that my dealer license may be denied, suspended, or revoked under 101.951(6)(b) Wis. Stats.

X _____
Signature of Manufactured Home Dealer Applicant Title Date